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Report For Week Ending 9 October 1956
For
Records Center

During this week the following accessions were made:

PERS	29	Cu.	Ft.
COMPT	65	"	"
OCR	36	"	"
OCI	1	"	"
ORR	4	"	"
MEDICAL	10	"	"
OO	36	"	"
Sub-Total:	181	Cu.	Ft.
Finished Intelligence	46	"	"
Total:	227	Cu.	Ft.

Records Holdings	17,628	Cu.	Ft.
Distribution Material Holdings	11,265	"	"
Total:	28,893	Cu.	Ft.

Distribution Material Disposed of at Center	52	Cu.	Ft.
Distribution Material Transferred from Center	10	"	"
Records Disposed of at Center	1	"	"
Records Transferred from Center	1	"	"

a. Reference

In the future, the medical office will maintain an index on all folders retired to the Center. This index will serve as a positive control for the folders in their respective job. Also, it will eliminate expanding the job every year or two.

b. Disposal

An agreement with the Acting C/D/GL/RR has been reached for the destruction of old copies of Acquisition List for Maps of Foreign Areas. Five copies of the unclassified material will be retained for a period of six months, then the copies seven months old will be destroyed. Five copies of the classified material will be retained for a period of eighteen months, then the copies nineteen months old will be destroyed. A total of 41 cubic feet of this material have been destroyed to date.

c. General

The testing period for the messenger envelope has been extended for another month. A tighter control will be maintained on their disposition, therefore enabling a better evaluation for the Records Management Staff.

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Chief, Records Center